



## **BYLAWS OF the Misawa Geocachers Organization (MiGO)**

### **Article I**

#### **General Information**

Bylaws and rules governing the Misawa Geocachers Organization (MiGO) are promulgated for the information and guidance of all concerned. Members are enjoined to observe the spirit and intent of the Bylaws and rules at all times.

### **Article 2**

#### **Duties of Officers**

a. **President.** The president shall have the usual powers of supervision and management, which pertain to the office of president and will perform the following duties:

- (1) Preside at all meetings of the general membership.
- (2) Appoint a chairperson for each committee.
- (3) Be an *ex officio* member of all committees.
- (4) Countersign all minutes.
- (5) Vote only in case of a tie in meetings of the general membership.
- (6) Call special meetings.
- (7) Retain copies of Constitution and Bylaws.

b. **Vice-President.** The vice-president shall perform the duties of the president/ treasurer in their absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president. The vice-president will be the president's appointed representative to this organization.



c. **Secretary.** The secretary shall be the custodian of all records, conduct correspondence of this association, and shall have the following duties:

- (1) Record and maintain a file of all minutes of meetings of the general membership.
- (2) Maintain all records of the association other than financial records.
- (3) Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.
- (4) Maintain a list of names of officers and executive committee.
- (5) Retain copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.

d. **Treasurer.** The treasurer shall be the custodian of all financial records of this association and shall have the following duties:

- (1) Countersign contracts executed by the president.
- (2) Sign all checks.
- (3) Receive and be responsible for all funds and assets of this association.
- (4) Make authorized disbursements.
- (5) Maintain necessary bank accounts.
- (6) Maintain all financial records.
- (7) Present a quarterly financial report to the general membership.
- (8) Present the books and financial records of this association for audit when directed by the general membership.
- (9) Make the books and financial records of this association available for inspection and review when requested by the president.



e. **Webmaster.** The webmaster shall be the primary person responsible for maintaining and updating the MiGO website at [www.misawageocachers.org](http://www.misawageocachers.org).

### **Article 3**

#### **Elections and Voting**

**Section 1. General.** Except as otherwise specifically provided herein, the provisions of Article 3 apply to election meetings.

**Section 2. Election of Members of the Board of Governors.** Election of members of the board of governors will be held annually at the regular monthly meeting in August with new officers assuming their duties during the first regular meeting in the month of September. Voting will be by secret ballot and plurality of votes cast shall be sufficient to elect. Only members in good standing shall be entitled to vote. Members may submit written absentee ballots when not in the local area.

**Section 3. Nominations.** Nominations will be made from the floor. Only those members present may be nominated for office unless an absent member had informed one of the present officers of member's willingness to serve in an elected position. All nominees must have at least one (1) year of time left in the area in order to be accepted as a candidate for office.

**Section 4. Special Elections.** Special elections will be held at a time and place designated by the president. At least 5 days notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor. After nominations have been closed, the membership will elect an officer for each vacancy in accordance with the constitution.

### **Article 4**

#### **Dues and Fees**

There shall be dues in the amount of \$12 yearly required for membership in this organization.



## **Article 5**

### **Standing Committees**

**Section 1, General.** The president shall appoint standing committees for the period concurrent with his/her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.

**Section 2, Standing Committees.** The president will appoint chairpersons of standing committees. The standing committees and their duties and responsibilities shall be as follows:

- a. **Cache Committee.** This committee's function is to monitor and maintain all caches designated as MiGO-sponsored caches, as well as to both propose the placement of new caches as well as to propose the sponsoring of local quality caches (with the permission of the caches' owners). The committee shall award quarterly and yearly recognition to caches of exceptional quality.
- b. **Education Committee.** This committee's function is to further local knowledge of geocaching and the ideals of MiGO and geocaching in general.
- c. **Event Committee.** The Event Committee is responsible for overseeing all MiGO and MiGO-sponsored events.
- d. **Fund-raising Committee.** The fund-raising committee will be responsible for gathering information and supervising upcoming fund-raising projects for the organization.

## **Article 6**

### **Finances and Taxes**

An annual audit of all funds, moneys and assets of the Misawa Geocachers Organization (MiGO) will be conducted prior to the annual election meeting. The President will appoint the auditors. A statement of the results of said audit should be made available for inspection upon request. The auditor's report will be made at the annual meeting and will be subject to approval by the members.



## Article 7

### Insurance Coverage

The Misawa Geocachers Organization (MiGO) has the responsibility of obtaining adequate insurance. An insurance policy for continuous coverage will not be required if the installation commander waives such requirement. The organization assumes its responsibility to obtain adequate insurance to provide liability coverage against personal injury and property damage claims that may arise from the activities of the organization or its members. The Misawa Geocachers Organization (MiGO) will obtain the insurance necessary commensurate with the risks involved for special events, which greatly increase the risk of liability. The president will appoint a committee, which shall include the Treasurer, to acquire an insurance policy to cover such special events. The general membership may request that the installation commander waive the insurance requirement for activities with low liability exposure.

## Article 8

### Awards/Gifts

**Section 1. Standing Awards.** The Misawa Geocachers Association shall present the following awards at its yearly meeting in September:

- a. **MiGO Geocacher of the Year** - awarded by a simple majority of votes cast by members of good standing during the September meeting among a list of three candidates determined by a simple majority of votes cast by the board of governors during the August meeting. Candidates shall be nominated by any member in good standing to the board of governors beginning in July and ending on the date of the August meeting. In the case of a tie, the award shall be presented to the winner of a game of Rock/Paper/Scissors/Lizard/Spock (see Annex A) played during the September meeting by the candidates in a tie.
- b. **MiGO Finder of the Year** - awarded to the MiGO member in good standing who has found the most geocaches from the date of the previous year's September meeting to the date of the current year's September meeting. In the case of a tie, the award shall be presented to the winner of a game of Rock/Paper/Scissors/Lizard/Spock (see Annex A) played during the September meeting by the candidates in a tie.



- c. **MiGO Hider of the Year** - awarded to the MiGO member in good standing who has hidden the most geocaches singled out by the Cache Committee for quarterly recognition, from the date of the previous year's September meeting to the date of the current year's September meeting. In the case of a tie, the award shall be presented to the winner of a game of Rock/Paper/Scissors/Lizard/Spock (see Annex A) played during the September meeting by the candidates in a tie.
  
- d. **MiGO Educator of the Year** - awarded to the MiGO member in good standing who has best forwarded MiGO's goal of geocaching education, as recommended by the Education Committee and approved by a simple majority of the board of governors. Candidates be nominated by any member in good standing to the Education Committee beginning in July and ending on the date of the August meeting.

**Section 2, Other Awards.** The board of governors may, with a simple voting majority, approve awards for persons recommended for recognition by the Event Committee at approved events. These awards should not exceed a value of \$20.00 each without specific approval by a simple voting majority of the board of governors.

I certify the information in these bylaws is true to the best of my knowledge. \_\_\_\_\_ (Date)

\_\_\_\_\_  
NAME PRESIDENT

\_\_\_\_\_  
NAME VICE-PRESIDENT

\_\_\_\_\_  
NAME SECRETARY

\_\_\_\_\_  
NAME TREASURER

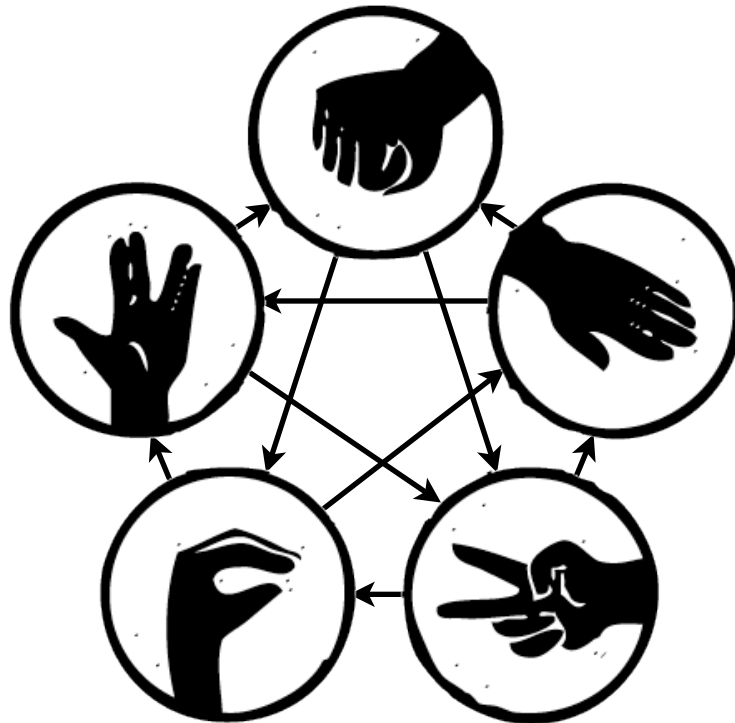


## Annex A to the MiGO ByLaws

### **Rock/Paper/Scissors/Lizard/Spock**

This game shall be used as the main method of breaking ties that occur during MiGO activities, except where the breaking of ties has specifically been delegated to the President or Vice-President.

The rules of Rock/Paper/Scissors/Lizard/Spock are as follows:



- Scissors cuts paper.
- Scissors decapitate lizard.
- Paper covers rock.
- Lizard eats paper.
- Rock breaks scissors
- Lizard poisons Spock.
- Rock crushes lizard.
- Paper disproves Spock.
- Spock vaporizes rock.
- Spock bends scissors.